

# **Embassy of the United States of America Bamako, Mali Management Notice**

**MANAGEMENT NO.: S10-28**

**DATE: March 25, 2010**

**SUBJECT:** **ANNOUNCEMENT NUMBER: 10-12**

**OPEN TO:** U.S. Citizen Eligible Family Members (USEFMs) – All agencies

**POSITION:** **RSO OMS – FP-8**

**OPENING DATE:** March 25, 2010

**CLOSING DATE:** April 08, 2010

**WORK HOURS:** Part time; 30 hours/week

**SALARY:** Not-Ordinarily Resident (NOR): US\$33,390 p.a. **Full-time Salary**  
(Starting salary)

The U.S. Embassy in Bamako is seeking an individual for the position of RSO OMS in the Embassy RSO section.

## **BASIC FUNCTION OF POSITION**

Incumbent serves as the administrative assistant in the Regional Security Office which comprises the senior RSO, Assistant RSO and three (3) Locally Engaged Staff (two Investigators and one Residential Security Technician). Drafts correspondence, telegrams and diplomatic notes for the senior RSO and Assistant RSO. Manages the flow of information, appointments and meetings for the RSO office; coordinates identification badge issuance and security briefings, maintains the RSO Office filing system and prepares RSO official reports. Incumbent coordinates and supports Mission personnel and families in personal, residential and property security.

**A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: 2070 2357 – 2070 2512 – 2070 2315.**

## **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Two years of college education is required.
2. At least one-year experience preferably in secretary related work is required.
3. Fluent English is required. Knowledge of French FSI level 2/2 is required.
4. Excellent computer skills, preferably in Word, Excel and internet and excellent communication skills.
5. The candidate must be able to obtain and hold a secret level security clearance.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a secret level security clearance.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (OF-612); Applicant must specify on the second page of the Employment Forms (OF-612) part 13, their French knowledge level or a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., copies of essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed above. (Transcript proving two years college completion must be provided)

## SUBMIT APPLICATION TO

Human Resources Office  
Attention: Human Resources Officer  
American Embassy, B.P 34, Bamako, Mali.

## POINT OF CONTACT

Name: Eva Kaleta (X 2357); Kaou Komé (X 2512) or Mah Camara ( X 2315)  
FAX: (223) 2070-2479

## DEFINITIONS

1. U.S. citizen eligible family member (USEFM): For purposes of receiving a preference in hiring for a qualified position, a USEFM is an individual who meets the following criteria:
  - (1) U.S. citizen; and
  - (2) The spouse *or domestic partner (as defined in 3 FAM 1610)* of the sponsoring employee, or a child of the sponsoring employee who is an unmarried *child* at least 18 years old; and
  - (3) Listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the U.S. Mission in Bamako, Mali; and who is under chief of mission authority, and either:
    - (a) Resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the U.S. Mission in Bamako, Mali; or
    - (b) Resides at an involuntary separate maintenance allowance (ISMA) location authorized under 3 FAM 3232.2. If residing at an ISMA location, the individual will not be listed on the sponsoring officer's travel orders, but will have a Form SF-1190, Foreign Allowances Application, Grant and Report, processed authorizing ISMA.

Other family members or dependents on direct-hire Foreign Service, Civil Service, or uniformed *service* member's travel orders *who do not meet all of these criteria* are not USEFMs or AEFMs for purposes of 3 FAM 8200.

2. EFM: An individual related to a U.S. Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian; Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;

- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the U.S. Mission in Bamako, Mali . An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Non-Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: APRIL 08, 2010**

The U.S. Mission in Mali provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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